

Advanced Level No.8

ame:	Date:

# Paragraph and Short Essay Worksheet for Speaking

Paragraphs are groups of sentences that have a single idea. A paragraph typically includes:

#### Structure of a paragraph

- Topic Sentence:
- → Write a sentence that states the main idea or topic of a paragraph.
- Supporting Sentences:
- → Write facts or descriptions that relate to the topic.
- Concluding Sentence:
- → Re-word(phrase) the introduction to sum up the ideas in the paragraph and bring it to a close.
- A topic sentence is the most important sentence in a paragraph.

Examples: 1. There are many different kinds of immune cells helping to keep you from getting sick.

(a controlling idea) (a topic)

- 2. Your body has a very special system that protects you from illness and disease.

  (a topic) (a controlling idea)
- **Supporting sentences** after a topic sentence have to give more information about the Controlling idea, 'very special system'.

### Example

Topic Sentence = Topic + Controlling idea

People who sell beauty products tell us now to protect our skin.

Supporting Sentences controlled by the controlling idea'how to protect skin' First, cleaning your skin removes dead cells and extra oil. This is the most important job you can do for your skin. Then, using toners, these lotions are alcohol-based. They remove oils from the skin's surface and make your skin feel tight and clean. Splash your face with cold water when you have washed it and your skin will feel clean and refreshed. Using moisturisers during the day will make your skin feel smooth and soft, because they make a smooth layer over the dead skin cells on the surface of your skin. Overall, we need to cleanse, tone and moisturise in order to protect our skin.

# Concluding Sentence

Characteristics of Effective Concluding Sentence

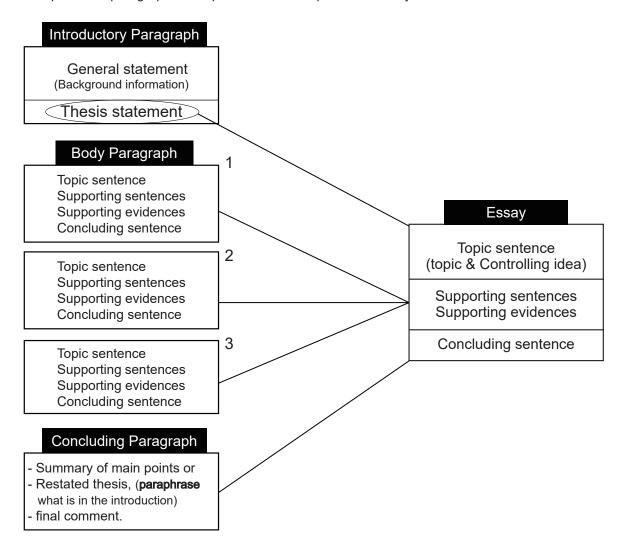
It is important for you to know how to write effective concluding sentence. Some characteristics include:

- Reviewing main points mentioned in a paragraph
- Restating(paraphrasing or reword) the topic sentence
- Do not introduce new ideas or topics



# Academic Essay Structure Worksheet for Speaking

In well-written paragraphs or essays, students present information in a logical order. Notice how the three parts of a paragraph correspond to the three part of an essay.



In an essay introduction, the writier stimulates the reader's interest gives general or background information about the topic. Then the writer presents a **thesis statement**, usually at the end of the introductory paragraph. Like the topic sentence of a paragraph, the thesis statement of an essay names the specific topic and writer's **controlling idea** about it. Each pararaph of the body developes a subdivision of the topic. The **conclusion**, like concluding sentence(s) in a paragraph, can restate the topic and controlling idea, summarize or review the main points discussed in the body, and/or present a writer's final statement about the topic.

An essay has **coherence**(logical organization) and **unity**(a focus on one topic), just as a paragraph does. Transition signals link the paragraph into a cohesive whole.

## Paragraph Worksheet for Speaking Tips

Instruction: For the teacher

Time: Only 1 minute for each student

- 1. A teacher should ask each student to give a 1 minute speech on the topic below.
  - (Maximum is strictly limited to 1 minute)
- 2. Evaluate their presentation skills and give advice to improve their oral skills.
- 3. Students will be assessed on how well they speak in a formal situation to the public.

#### TOPIC:

When people need to complain about a product or poor service, some prefer to complain in writing and others prefer to complain in person. Which way do you prefer? Use specific reasons and examples to support your answer. (120 words)

#### Tips

- 1. Having a conversation in person may lead to irrational or emotional behavior.
- 2. There is a higher chance that the person who is listening may be
- offended if confronted in person.
- 3. Body language, facial expressions, and other non-verbal cues all convey your message.
- 4. It is more polite to deliver your message through writing.
- 5. Writing can be edited, which makes it more thoughful.
- 6. First, S + V
- 7. Following this line of thinking, S + V
- 8. In other words, S + V
- 9. Lastly, S + V
- 10. To sum up, S + V

### REMEMBER:

Prepare a 7-10 sentence for a paragraph to give a speech, including 1. a topic sentence; 2. supporting sentences; 3. a concluding sentence.

- \* A paragraph is a group of sentences telling about a single idea or topic.
- \* The topic sentence in English should get the paragraph started.
- \* The topic sentence contains a topic and a controlling idea.

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**Topic:** When people need to complain about a product or poor service, some prefer to complain in writing and others prefer to complain in person. Which way do you prefer? Use specific reasons and examples to support your answer.

Sentence							
Supporting Sentences							
Concluding Sentences							
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Marking Section	0%	40%	60%	70%	80%	90%	100%
Stay on Topic							
Attention grabbing opening							
Topic Sentence							
Controlling Idea							
Provided examples or reasons							
Fluency/Speed							
Vocabulary							
Spoke out Loud (Said Your Words Clearly)							
Eye Contact							
Pronunciation							
Teacher's Comment							